

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: October 22, 2021

Closing Date: Until Filled

CASUAL/SEASONAL PARALEGAL

Special Victims Unit (Sex Crimes), Criminal Division, Sussex County

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Special Victims Unit (Sex Crimes), Criminal Division, in Sussex County. This Paralegal's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and responsible for various paralegal duties in preparation of cases for trial. This Paralegal will serve at the DNA liaison and track the status of DNA requests pending with the Division of Forensic Science. This Paralegal prepares and coordinates the issuance of subpoenas; organizes files for sexual assault prosecution, redacts video and audio taped statements for court, reviews cases to identify witnesses and potential evidentiary needs at trial. This Paralegal must demonstrate good organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies in an ABA or Department-approved program, **OR**

A paralegal certificate in an ABA-approved or Department-approved program, **OR**

A Bachelor's degree in Paralegal Studies, **OR**

A Bachelor's degree **AND** one year of law school.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.